Welsh Cross-Country Championships 2025
Club Bulk Entry help guide.

When attempting to enter large numbers of competitors for your club please use the Team Declaration button. This allows any team manager/Person or club to add large numbers of athletes and make one payment for those entries.

You can enter by age group, by gender or in any random order. Please log into Open Track with your details, if you don't have an account please sign up and an automated email will set you up to make entries

After clicking the TEAM DECLARATION button you will see this window appear and a blank page, in the **'Lookup club...'** option. Start to add your club name, (Swansea Harriers are used for this example) and no data shown after this part will be used for the event, unless entered by the club. Once a few letters of your club are entered a drop list appears, please then select your club name and click ENTER.
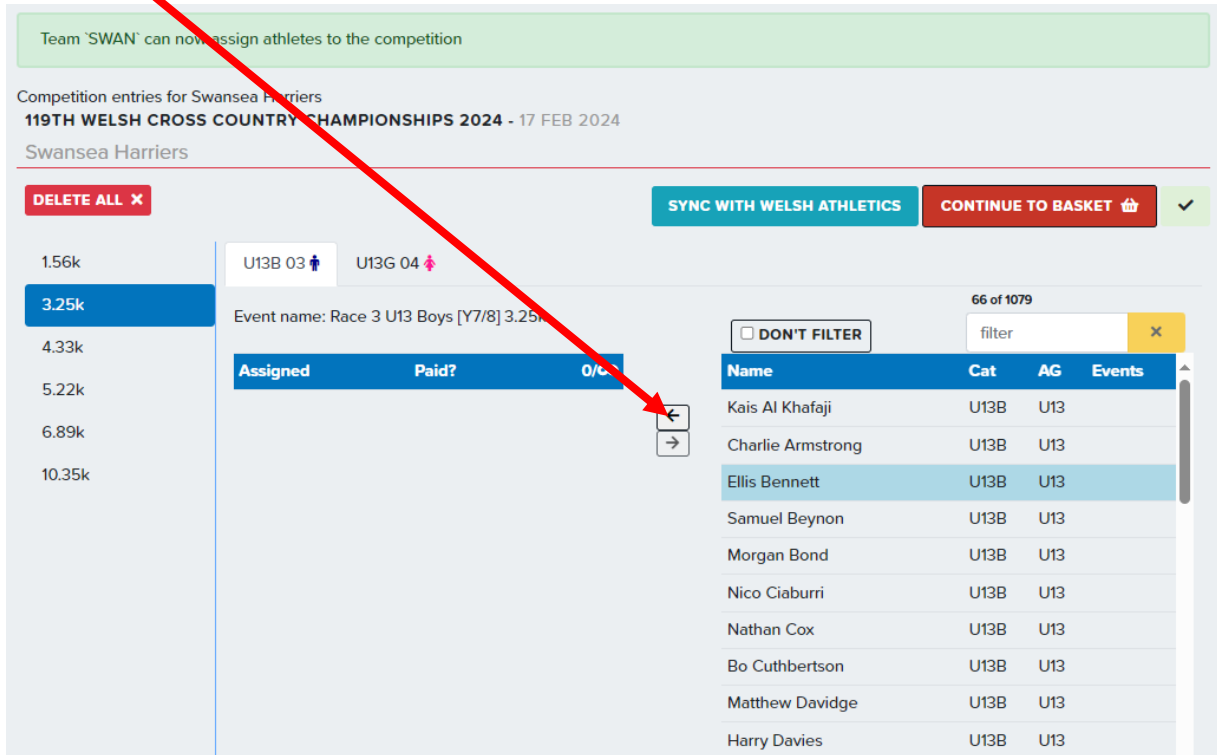
You will see a green bar at the top of the new window stating Team `SWAN` can now assign athletes to the competition. You will also see on the left of the image all distances per race. Also, you will see age groups linked to each distance, and on the right, a list names to select from. At the moment you can see only U13B names and those registered, any non-registered athlete will not appear on this list. It is automated from Trinity (Welsh Athletics registration system) after club secretary updates. NO ATHLETE can be entered twice, any athletes entered as an individual or by a team manager, coach, parent will be shaded out and alongside their name you will see an exclamation mark showing they are entered by another person.

To Add athletes to any age group you click on their name, highlighting the name and then click the left arrow.

Repeat this for each athlete. When you select and move each athlete, the 'CONTINUE TO BASKET' turns to black text, you can stop and pay at this point or continue but don't forget to click SAVE.

WELSH ATHLETICS
ATHLETAU CYMRU

After clicking SAVE, the CONTINUE TO BASKET text turns back to white and a tick appears alongside.

To make a payment for these names, click the CONTINUE TO BASKET and the image below appears showing what the logged in person has done, and it shows the entry fee for those names. You can then click the Pay button at the bottom right to complete the process and those names are now in the event.

WELSH ATHLETICS
ATHLETAU CYMRU

My 4 entries - Darran Williams

DARRAN WILLIAMS'S BASKET

Paid so far: 0.00 . Basket value: 24.00. Amount due: 24.00.

#	Name	Event	Price	Status
1	Morgan Bond	3.25k	6.00	Due: 6.00
2	Ellis Bennett	3.25k	6.00	Due: 6.00
3	Samuel Beynon	3.25k	6.00	Due: 6.00
4	Nico Ciaburri	3.25k	6.00	Due: 6.00

All prices are in GBP

BACK

PAY £24.00

If you want to add more competitors, click the back button, and repeat the process until you have all the names you want to enter. Please do not enter any U11 Primary entries. They will be required to process the entry via the link supplied to the URDD Gobaith Cymru website.